

### **Three-Year Overseas Tour Extensions:**

Eight months prior to your employee's three-year tour ending, you should receive a letter requesting extension or non-extension of the employee's overseas tour.

Under the DoD Rotation Program as specified in Air Force Supplement to FPM Chapter 301 and the employee's overseas employment agreement, any extension beyond this tour is the prerogative of management with the concurrence of the employee. Extensions up to five years may be approved locally.

Accordingly, you must decide between extension or non-extension of your employee.

1. If you decide to extend, you need to take the following actions:
  - a. Inform the employee of your need for their continued services up to, but not beyond, the five-year limitation
  - b. Obtain employee's concurrence
  - c. Signify your acknowledgement of their decision
  - d. Instruct your employee to make a counseling appointment with this office within 30 days
2. If you decide not to extend the employee, you need to take the following actions:
  - a. Advise the employee of your decision as soon as possible but not later than 180 days before the end of the current tour.
  - b. Provide your employee with the memorandum provided in the letter
  - c. Send completed copy of the memo to personnel
  - d. Instruct your employee to contact the undersigned CPF representative immediately for additional information concerning out-processing procedures.
  - e. Submit a SF-52, Request for Personnel Action, to fill behind the employee's position immediately upon receipt of the non-extension paperwork.
3. If you need additional information please contact your staffing specialist.